



U.S. Army Community and Family Support Center
4700 King Street, Fourth Floor
ATTN: SFSC-FP-T (AFTB)
Alexandria, VA 22302

CFSC-FP-T (AFTB)

October 2004

Dear Core Instructor Applicant:

Thank you for your interest in applying to become a Core Instructor. Becoming a DA Core Instructor is a very important undertaking. In order for you to make an informed decision, listed below is the criteria for eligibility to become a Core Instructor and the expectations once you are selected. Please consider these factors carefully when making your final decision to apply.

Criteria for eligibility as a Core Instructor:

- Must have attended Master Training prior to **1 August 2003** and completed at least one-year as an “active” Master Trainer at the local level.
- Must possess good platform and facilitation skills.
- Must be experienced and comfortable presenting in front of groups of 40-50 people.
- Must be familiar with all levels of AFTB instruction and how AFTB can benefit their community and/or component.
- Must adhere to the standardization of the program and its materials.
- Must demonstrate an understanding of the concepts presented in the lesson plans and the ability to convert scripted lessons into personalized lesson plans.
- Must be able to process practical exercises and handout material.
- Must be a team player, be flexible and reliable, and must believe that “change” can be a good thing.
- Must submit the completed application form and video by the deadline.
- Must be registered in the Master Trainer Tracking system as an Active Master Trainer.

Expectations of a Core Instructor:

- Must learn a minimum of 4 Master Trainer modules.
- Must attend the Core Instructor Course prepared to present their assigned Master Trainer modules.
- Must commit to a two-year period (1 Oct 04 - 31 Sep 06) and be available to teach at two DA-sponsored trainings each year.
- Must be available to train during the week and/or weekends.
- Must attend pre-training at each training site (normally the two days prior to the start of the course).
- Must come to pre-training fully prepared to present.
- Must willingly accept constructive feedback from DA staff, Core Senior Trainers (CSTs) and peers, make lesson plan adjustments and re-present lessons, if required.
- Must willingly assist with administrative duties as needed (packing/unpacking boxes, lifting and carrying boxes, on-site registration, room setup, etc).
- Must inform AFTB staff immediately when unable to attend training after a having made a commitment to teach.
- Must work within the DA AFTB chain of command and understand they do not speak for, nor on behalf of, DA CFSC AFTB.
- Must adhere to the Probation Policy.
- Must adhere to the Mentorship Policy.
- Must agree to work within the Operating Parameters of a Core Instructor including, but not limited to, those listed above.

We look forward to hearing from you and receiving your application. If you have additional questions, please contact your MACOM/Region Point of Contact, Rose Marie Tinker at (800) 223-3735 extension 6-1080 or e-mail Rose.Tinker@usarec.army.mil.

VICKI A. BROWN
Chief, Army Family Team Building